



Create a spectrum licence

Approved persons (ARE) user guide

Version 1.00 | March 2023



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Introduction

This document details the process for [Approved Radio Engineers \(AREs\)](#) to create a new spectrum licence in the [Register of Radio Frequencies \(the RRF\)](#).

Explanation

Document Steps, Images and Links

This document contains instructions (steps) to perform a process within the RRF.


- Some steps are followed by an image that demonstrates the onscreen result of that step.
- Some steps include links to other sections within the document or to other user guides; these are designated using 'go to' or 'refer to'.
- Clicking the section name moves you directly to that section or user guide.

Requirements

- You must be an approved radio engineer to perform this process.
- We strongly recommend that spectrum licences are created online using the RRF system, but, if necessary, they can be created offline using a paper-based method.

Technical Assistance

Comprehensive help is available to help you complete the various processes:

- Technical assistance can be found within the Public Information Brochures (PIBs); these are located within the [Resources for AREs and ARCs](#) on the RSM Website. PIBs provide licensing, technical rules and other general information on a range of common radio services such as CB Radio, Amateur Radio and Maritime VHF Radio.
- Various [user guides](#) on the RSM Website describe the steps to take to complete each process.
- Some fields and sections in the Register of Radio Frequencies (the RRF) have help text.
 - Click or hover over the  (Information icon) to view the help text with information about what to enter in the field or information about a section of the screen.
- Please contact RSM if you require further assistance:
 - Email rsmlicensing@mbie.govt.nz
 - Phone the freephone number 0508 RSM INFO (0508 776463).

Approved Radio Engineers

You should be familiar with the following PIBs:

- Table of Radio Spectrum Usage in New Zealand (PIB 21)
- Fixed service Bands in New Zealand (PIB 22)
- Mobile service Bands in New Zealand (PIB 23)

- Radio Licence Certification Rules (PIB 38)
- Spectrum Licence Certification Rules for Crown Management Rights (PIB 39)
- Audit Procedures for Engineering Certificates issued by Approved Persons (PIB 40)
- Radio Licence Policy Rules (PIB 58)
- Policy rules for Crown Spectrum Management Rights (PIB 59).

Licence Agency Consideration

Depending on the spectrum licence type, the application may be submitted to a Licence Agency (LA) and if that LA gives approval, the licence status changes from **Awaiting Licensing Agency Recommendation to Licensing Agency Decision**. You can then continue to create the new licence.

If the LA rejects an application, an email is sent to RSM’s Licensing Manager and to the client. You are not notified of the rejection, nor does the application return to your work queue. The Licensing Manager has the right to overturn an LA decision and may enforce further conditions when creating the new licence.

Amendment history

Version	Date	Details
0.01 0.02	October 2022 December 2022	Draft RRF version review
0.03	December 2022	Draft for Release 1
0.04	February 2023	Draft for Release 2
1.00	March 2023	Final version

Create a Spectrum Licence

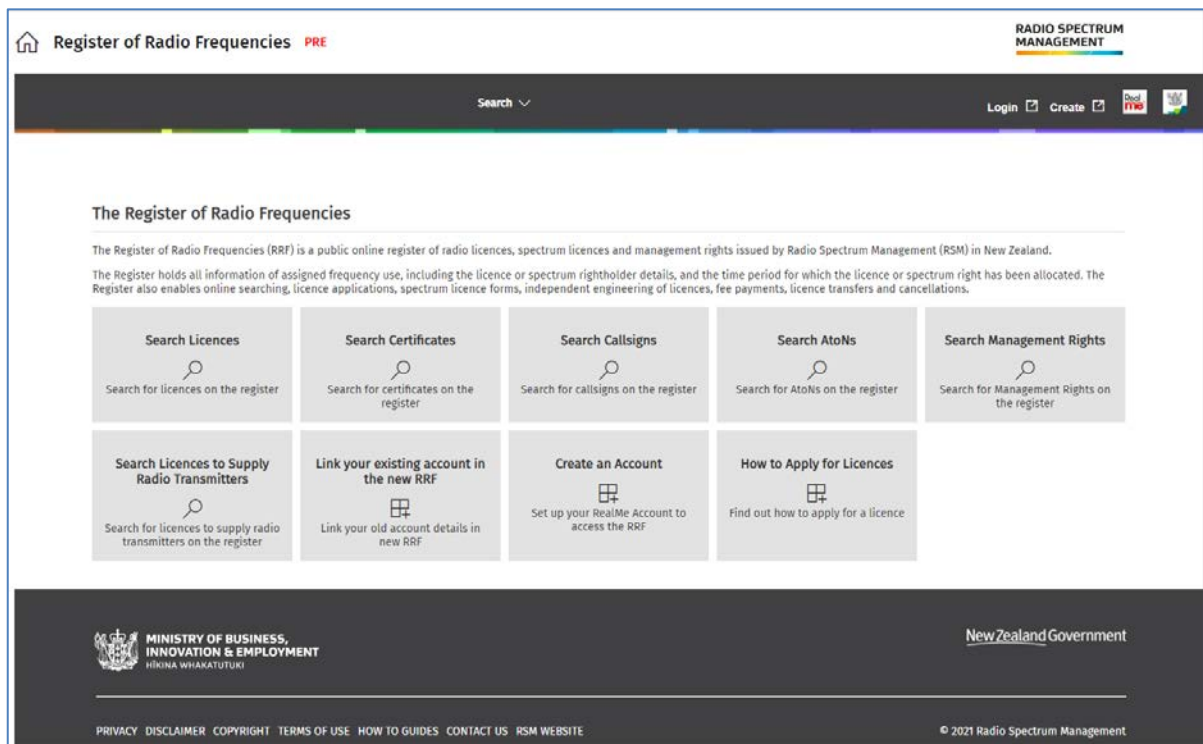
An Approved Radio Engineer can create new spectrum licences for their clients. Before a new licence can be added to the register, you must create a new licence application. The application generates the relevant communications that keep you informed of the changes.

This document describes how to login to the Radio Frequencies (the RRF) and search for a client. It then outlines examples of how to create a spectrum (i.e. engineered) licence. For example, a spectrum licence in a Crown-owned Management Right (MR) in the AM, FM and TV broadcasting frequencies.

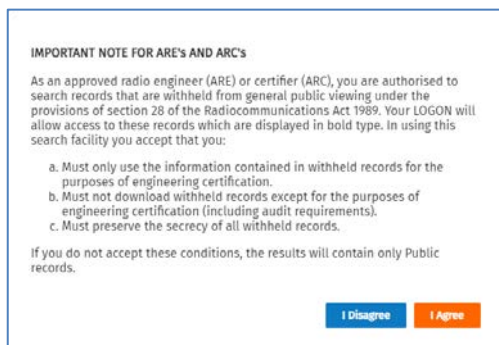
Login to the RRF

Before creating a new licence application, you must login to the Register of Radio Frequencies (the RRF).

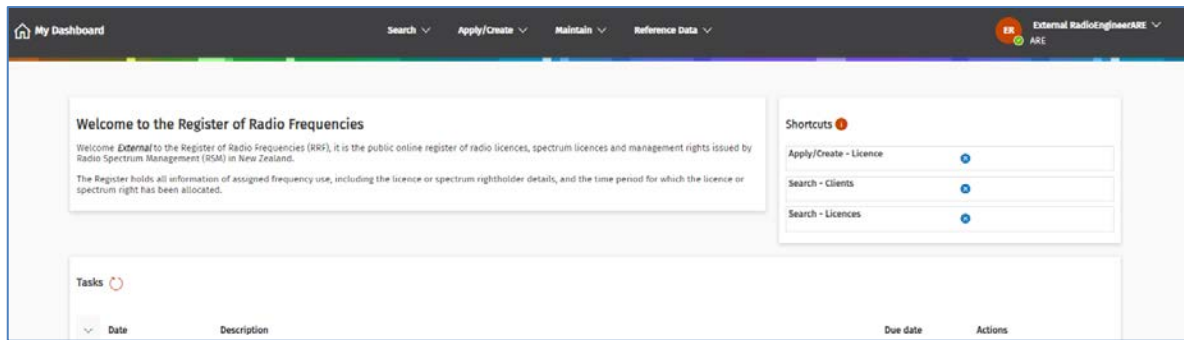
1. From the Radio Spectrum Management (RSM) website, select **Register of Radio Frequencies (RRF)** link to display the Register of Radio Frequencies (RRF).



2. Click **Login** and log in to the Register of Radio Frequencies (the RRF) using RealMe. An authorisation message displays.



3. Click **I Agree**. The *My Dashboard* screen displays.

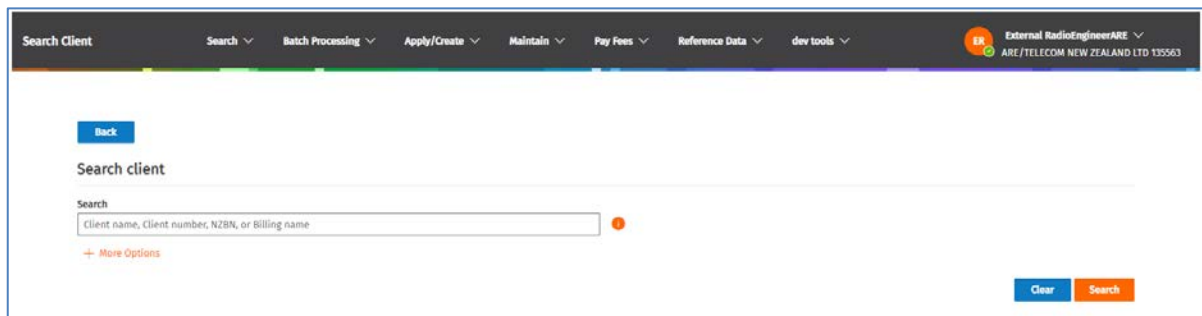


4. Do one of the following:
 - If you don't know the number for your client, go to [Search for a client](#).
 - If you know the number of your client, go to [Create a spectrum licence application](#).
 - If you have delegation for a client, select that client in the top right of the screen, then go to [Create a spectrum licence application](#).

Search for a client

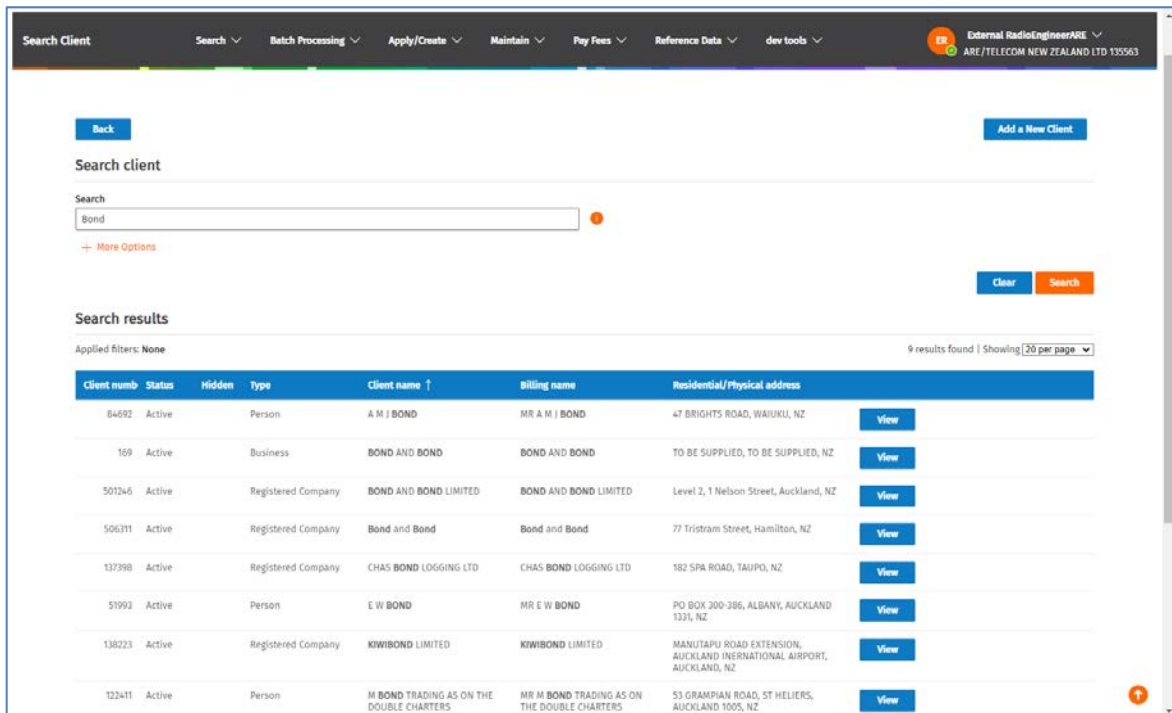
If you don't already have the number for your client, then you need to search for the client to obtain their client number. You must login to RRF to search for clients.

1. Select **Search > Clients** to display the *Search Client* screen.



The *Client Search* screen functions as follows:

- You can search by client number, client name, NZBN number or billing name.
 - Entering less information in the search criteria returns more results.
 - There may be more than one client number for the same client. You must have the correct client number when creating a licence.
2. Enter part of the **Client name** in the **Search** field for the client to which you want to issue the licence. You can also use the billing name or NZBN number.
Note: Searching by client number is the recommended searching method.
 3. Click **Search**. The search results display.



- If required, click **View** and review the client's record to check you have the correct client.
- Copy the client number to the clipboard.

Create a spectrum licence application

Once you have identified the correct client, you can continue to create the application for a new licence.

1. Select **Apply/Create > Licence** to display the *Apply for a New Licence* screen.

Client details

Client *
You can search by Client name, Client number, NZBN, or Billing name.

Residential/Physical address
-

Email
-

Basic details

Licence type *
-

Purpose of the service
-

Fixed term

Commencement date
5-May-2022

Anniversary month *
-

Additional information
-

Note: If you selected the client (you have delegation for) in the top right of the screen, their name and details will default in this screen.

2. If the screen is blank, enter the client number or name of the client into the **Client** field and select their name from the list that displays. The client details display below.

- If required, search for the client, copy their client number to the clipboard then paste it into the **Client** field (above). Refer to [Search for a client](#).
3. Select the **Licence Type** field drop down list, (e.g. **Spectrum Private**). An additional mandatory field displays below the licence type field.
 - Click in the additional field and select from the list, (i.e. **Other (Spectrum)**). The **Management Right** fields display.

The screenshot shows a form for client details. At the top, there is a 'Client *' field with 'Smart Business Limited (506682)' selected. Below this, the residential/physical address is '42 Main Street, Wellington, 6011, NZ' and the email is 'automation-mbie@fostermoore.com'. The 'Basic details' section includes a 'Licence type *' dropdown menu with 'Spectrum Private' selected. Below it, another dropdown menu is open, showing 'Other (Spectrum)' selected. The 'Management Right *' section is highlighted in light blue and contains a search bar with the placeholder text 'MR number, licence number, manager's client number, or manager's client name'. There are also 'Hide Search' and 'More Options' links.

4. Search for the Management Right you require:
 - Enter the Management Right number in the **Search** field and click **Search**.
 - Alternatively, click **More Options** and specify the frequency you require and click **Search**.
 - The results display, in the Search Results area.

The screenshot shows the search results area. The search bar contains the number '446'. Below the search bar, there are 'Clear' and 'Search' buttons. The search results are displayed in a table with the following columns: MR No., Commencement, Expiry, Status, Manager, Low Freq (MHz), and High Freq (MHz). The table shows one result for MR No. 446, with a status of 'Current' and manager 'VODAFONE MOBILE NZ LIMITED'. There is a 'Select' button next to the result. The table also includes pagination controls and a filter for 'Status: Current, Registered'.

MR No.	Commencement	Expiry	Status	Manager	Low Freq (MHz) ↑	High Freq (MHz)
446	12-Mar-2020	28-Nov-2031	Current	VODAFONE MOBILE NZ LIMITED	778.000000	793.000000

5. Click **Select** next to the management right you require in the search results area. Details of the management right display in the **Basic details** section.

496		Current		VODAFONE MOBILE NZ LIMITED	
Commencement	Expiry	Low freq (MHz)	High freq (MHz)		
12-Mar-2020	28-Nov-2031	778.000000	793.000000		

Engineer *

Another Engineer (EAT) ▼

Purpose of the service

Fixed term

Yes

Commencement date

8-Jun-2022

Expiry date

28-Nov-2031

Anniversary month *

October ▼

Additional information

Back Submit

- The **Engineer** defaults if you are a delegated user and ARE). Alternatively, select a name from the list in this field.
 - The commencement and expiry dates are automatically created.
 - If required, enter the **Purpose of the service**, (e.g. New licence) or change the **Anniversary month**.
6. Click **Submit**. A message displays to advise the licence application has been submitted.
- If there are any errors, a message displays at the top of the *Apply for a New Licence* screen to advise and it will not submit. Correct the error (it will be identified) and click **Submit**.
 - If successful, the *Craft* screen displays with a message at the top to advise the licence application has been submitted.

Craft Search Batch Processing Apply/Create Maintain Pay Fees Reference Data

Another Engineer (EAT) ARE/Smart Business Limited 506682

The Licence Application has been submitted

Withdraw Application

Client details ^

Client number	Client name	Email address
506682	Smart Business Limited	automation-mbie@fostermoore.com
+ More		

Application details ^

Application number	Application status	Application date
100622	Awaiting Engineering Certification	8-Jun-2022

Licence type

Spectrum Private/Other (Spectrum) (SZ)

7. Go to [Craft a Spectrum Licence](#).

Craft a Spectrum Licence

Once you submit the spectrum Licence Application the *Craft* screen displays with the application details.

The **Basic licence details** section details display and there are five (5) other sections you need to complete to craft the licence. Before the licence can be certified, you must indicate that each section has been completed (i.e. 'Done'). When completed a green tick displays in front of each workflow section. You can make edits to any completed section prior to making payment.

Note: You can withdraw the licence at any time until the licence has been certified. Refer to [Withdraw a Licence Application](#).

Craft the basic licence details

1. Scroll down the *Craft* screen to view the **Basic licence details**.

Application details ^

Application number	Application status	Application date
100622	Awaiting Engineering Certification	8-Jun-2022

Licence type
Spectrum Private/Other (Spectrum) (SZ)

+ More

Copy Licence

Basic licence details Done ^

Licence ID	Licence number	Licence status
300874	-	Incomplete

Licence reference

Licence type
Spectrum Private / Other (Spectrum) (SZ) Change Licence Type

System ID	CSY code	Description
Start typing to search for a system ID	-	-

↑

2. Enter details in the required fields, (if known).

- Alternatively, if you know of an existing licence to use as a basis for this new licence, click **Copy Licence** (above the **Basic licence details** section). The search fields display.

+ More

Copy Licence

Hide Search

Hide search

Search

Licence type

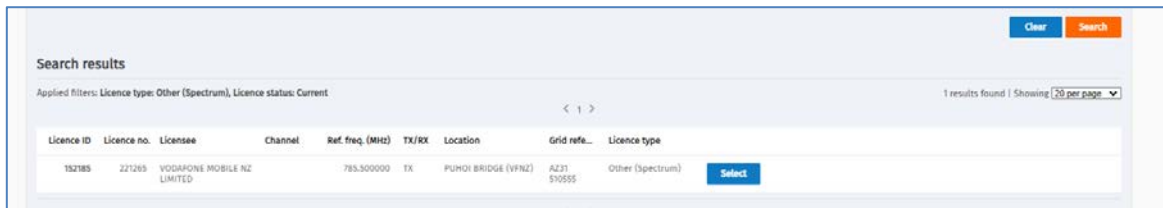
Other (Spectrum) x

Management right number

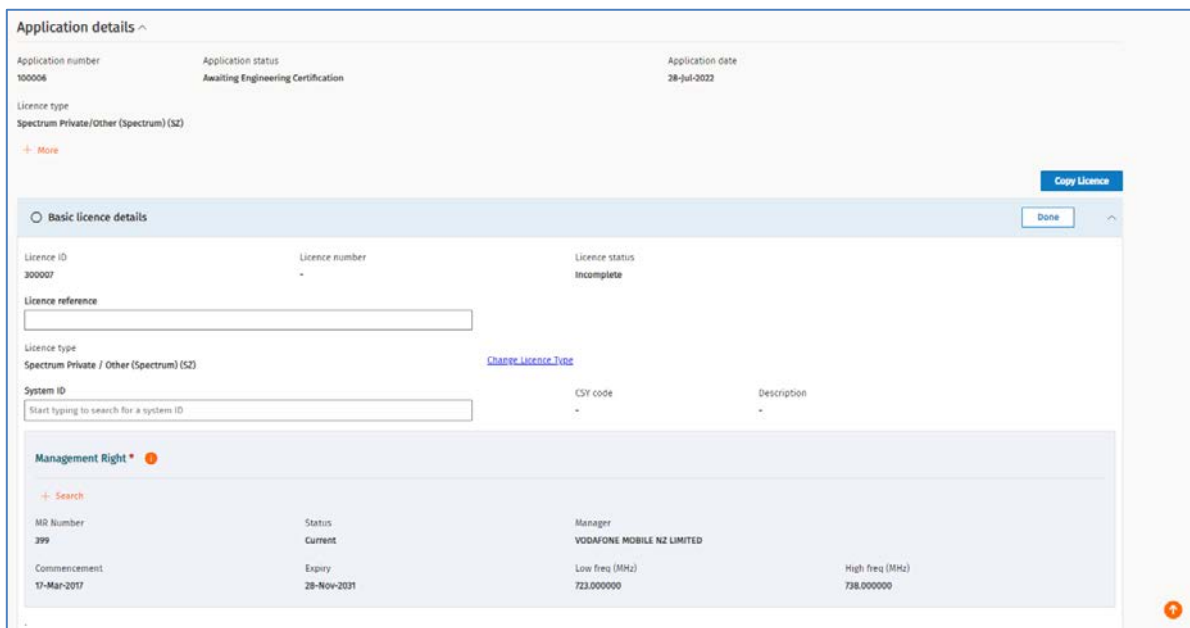
Clear Search

↑

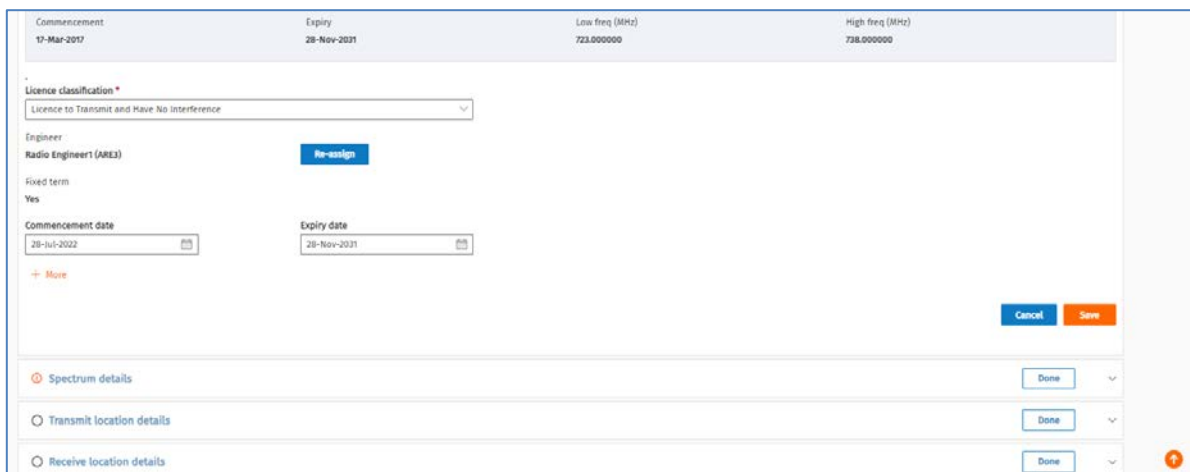
- Enter your search criteria, (e.g. licence number) in the **Search** field and click **Search**. The results display in the search results area.



- Click **Select** next to the licence you require.
- A confirmation message displays to advise the selected licence will overwrite any existing licence parameters you entered.
- Click **Yes** to confirm. The search results close and you return to the **Basic licence details** showing details of copied licence you selected.



3. Scroll down (if required) to view the rest of the **Basic licence details**:



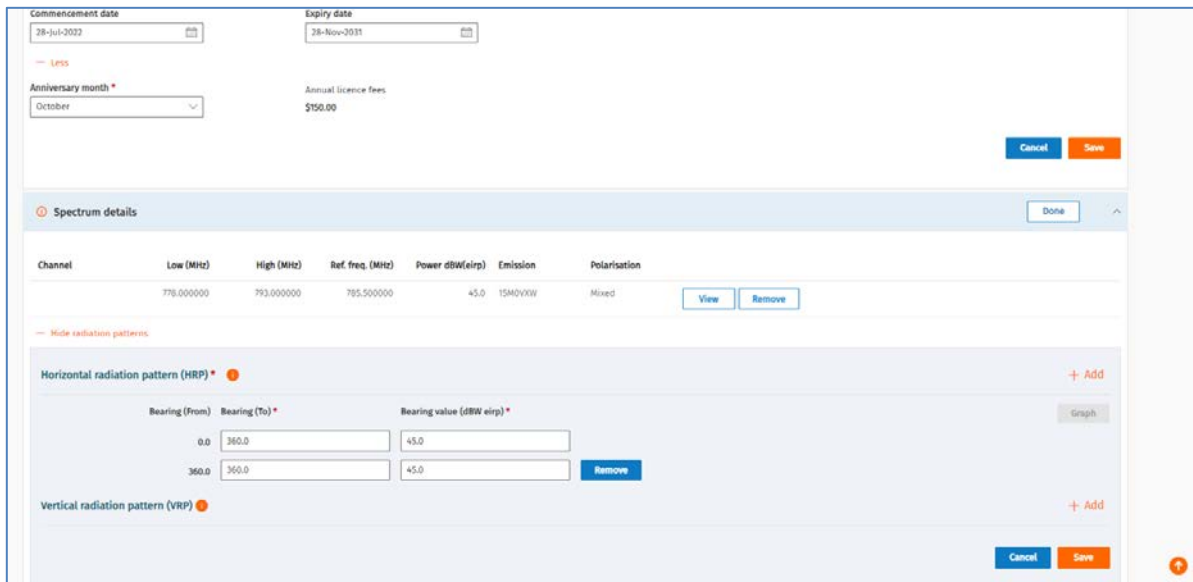
- If required, select another option in the **Licence classification** field drop down list.

Note: When you copy a licence it also copies over data into the **Spectrum details, Transmit location details, Receive location details, Authorities and Conditions**. You still need to view each section and (if applicable), make any changes required and confirm.

Craft the Spectrum details

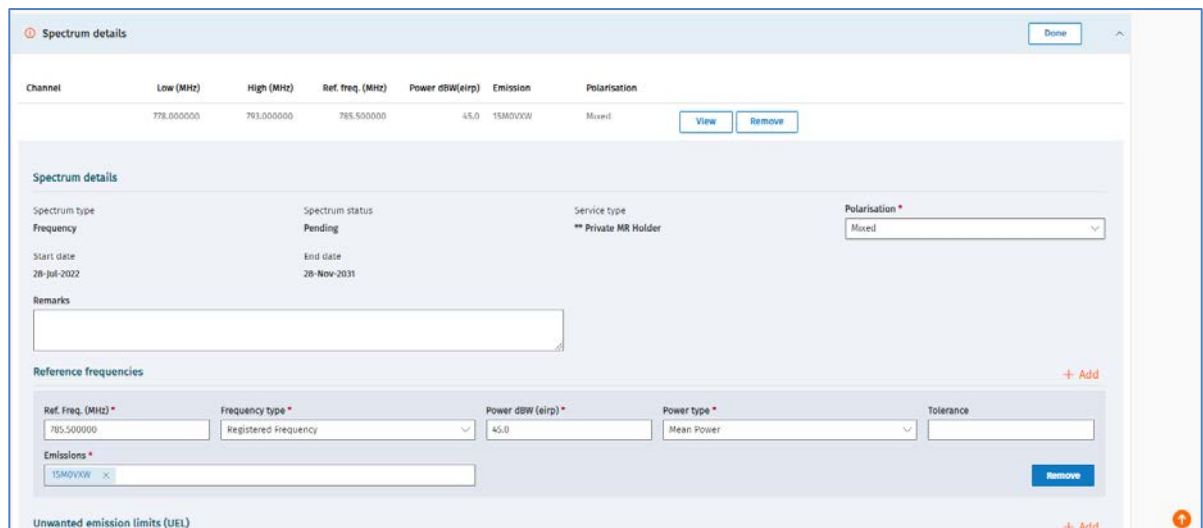
If you copied a licence record, the spectrum details of that record will also be copied, and you can edit the details if required. If you decided not to copy a record, you can search for and select a spectrum record to add.

1. Click the **Spectrum details** section to display the record and check the details are correct.
 - If you didn't copy a licence, search for the spectrum record you require and select it.



The screenshot shows a form for editing spectrum details. At the top, there are fields for 'Commencement date' (28-Jul-2022), 'Expiry date' (28-Nov-2031), 'Anniversary month' (October), and 'Annual licence fees' (\$150.00). Below this is the 'Spectrum details' section, which includes a table with columns: Channel, Low (MHz), High (MHz), Ref. freq. (MHz), Power dBW(eirp), Emission, and Polarisation. The table contains one row with values: 778.000000, 793.000000, 785.500000, 45.0, 15M0VVW, and Mixed. Below the table are sections for 'Horizontal radiation patterns (HRP)' and 'Vertical radiation pattern (VRP)'. The HRP section has a table with columns: Bearing (From), Bearing (To), and Bearing value (dBW eirp). It contains two rows of data. The VRP section is currently empty.

2. Click **View** to open the **Spectrum details** record and view the frequencies copied from the other record.



The screenshot shows the 'Spectrum details' form with the 'View' button clicked. The table from the previous screenshot is visible at the top. Below it is the 'Spectrum details' section, which includes fields for 'Spectrum type', 'Spectrum status' (Pending), 'Service type' (** Private MR Holder), 'Polarisation' (Mixed), 'Start date' (28-Jul-2022), and 'End date' (28-Nov-2031). Below this is the 'Reference frequencies' section, which has a table with columns: Ref. Freq. (MHz), Frequency type, Power dBW (eirp), Power type, and Tolerance. It contains one row of data. Below the table is the 'Unwanted emission limits (UEL)' section, which is currently empty.

3. Scroll down to view **Unwanted emission Limits (UEL)** and edit any of the single points, if required.

Unwanted emission limits (UEL) + Add

Search for a spectrum mask record
Start typing to search for a spectrum mask record

Graph point	eirp (dBW) *	Frequency (MHz) *	
A	-64.0	650.000000	Remove
B	-99.0	703.000000	Remove
C	-64.0	703.000000	Remove
D	-99.0	748.000000	Remove
E	-16.0	748.000000	Remove
F	-17.0	768.000000	Remove
G	-16.0	768.000000	Remove
H	-17.0	773.000000	Remove
I	45.0	778.000000	Remove
J	-10.0	778.000000	Remove

UEL Graph

4. To view the way the UELs will display as required by legislation, click **UEL**.

Unwanted emission limits (UEL)

Below lower boundary

dBW (eirp) at	Frequency (MHz)	TO	dBW (eirp) at	Frequency (MHz)
-64.0	650.000000		-99.0	703.000000
-99.0	703.000000		-64.0	703.000000
-64.0	703.000000		-99.0	748.000000
-99.0	748.000000		-16.0	748.000000
-16.0	748.000000		-17.0	768.000000
-17.0	768.000000		-16.0	768.000000
-16.0	768.000000		-17.0	773.000000
-17.0	773.000000		45.0	778.000000
45.0	778.000000		-10.0	778.000000

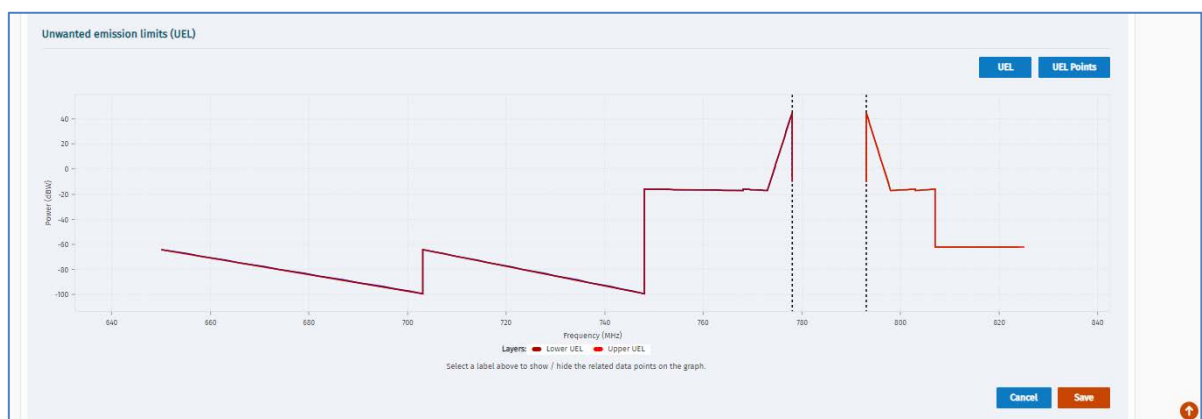
Above upper boundary

dBW (eirp) at	Frequency (MHz)	TO	dBW (eirp) at	Frequency (MHz)
-10.0	793.000000		45.0	793.000000
45.0	793.000000		-17.0	798.000000
-17.0	798.000000		-16.0	803.000000
-16.0	803.000000		-17.0	803.000000
-17.0	803.000000		-16.0	807.000000
-16.0	807.000000		-62.0	807.000000
-62.0	807.000000		-62.0	825.000000

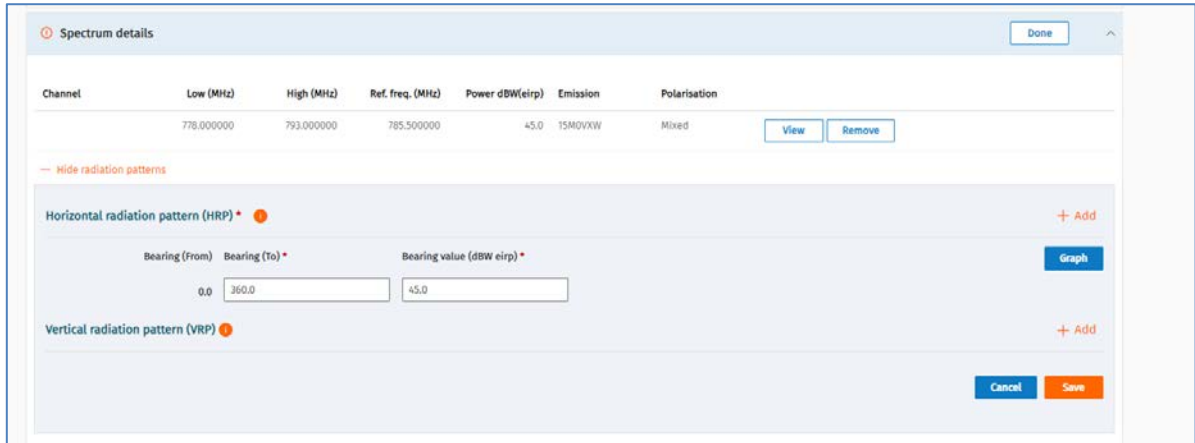
UEL Points Graph

Cancel Save

5. To view a graph of the emissions, click **Graph** and move your mouse along the graph to view different emissions, etc.

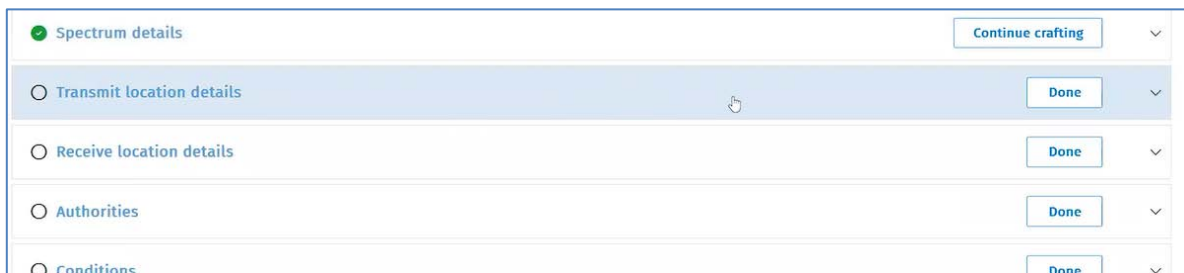


6. When the Spectrum details are correct, click **Save**. You return to the **Spectrum details** record list.



Note: If there is an error when you save, the message will display in red at the top of the *Craft* screen. You need to correct this before you can continue.

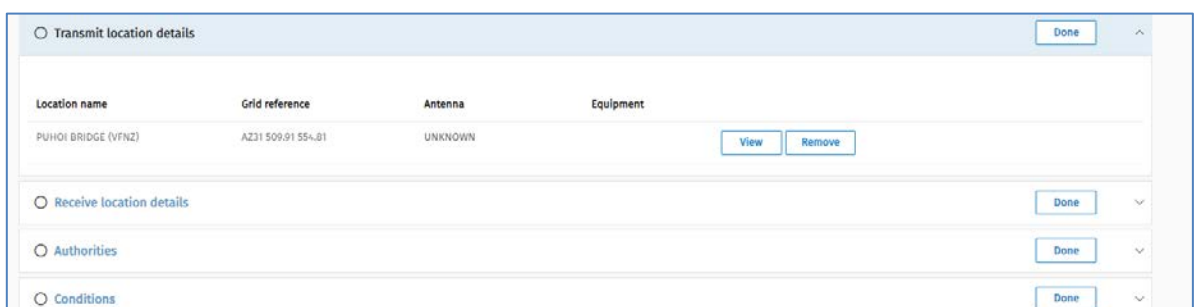
7. View the **Horizontal radiation pattern (HRP)** at the bottom of the Spectrum record and if required:
 - Add or remove **HRP** bearings, or
 - Add **Vertical radiation pattern (VRP)** bearings.
 - Click **Save**.
8. Click **Done** to confirm the **Spectrum details** are correct. A green tick displays indicating it has been completed.



Craft the Transmit location details

If you copied a licence record, the **Transmit location details** of that record will also be copied. You can edit the details if required.

1. Click the **Transmit location details** section.
 - If you didn't copy a licence, search for the Transmit location and select it.



2. Click **View** to display the record and scroll to view the details of location antenna, equipment, etc. Edit details, if required.

Note: If the location, antenna or equipment you require doesn't display in the drop down list, you can add it. Refer to [Add Reference Data](#).

- If you make any changes, scroll to the bottom and click **Save**.
 - If no changes required, click **Cancel**.
3. Click **Done** to confirm the **Transmit location details** are correct. A green tick displays indicating it has been completed.

Craft the Receive location details

If you copied a licence record, the Receive location details of that record will also be copied. You can edit the details if required.

1. Click the Transaction location details section.

2. Click **View** to display the record and scroll to view the details of location antenna, equipment, etc. Edit details, if required.

Note: If the location, antenna or equipment you require doesn't display in the drop down list, you can add it. Refer to [Add Reference Data](#).

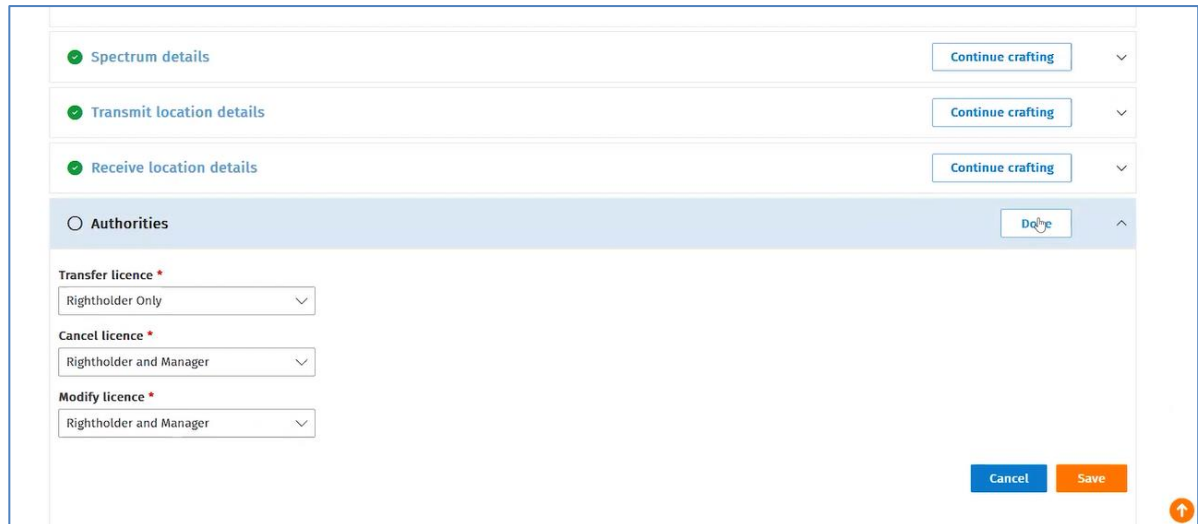
- If you make any changes, scroll to the bottom and click **Save**.
- If no changes required, click **Cancel**.

3. Click **Done** to confirm the **Receive location details** are correct. A green tick displays indicating it has been completed.

Craft the Authorities details

If you copied a licence record, the **Authorities** details of that record will also be copied. You can edit the details, if required.

1. Click the **Authorities** section to view and change the details of any authority, if required.



- If you make any changes, scroll to the bottom and click **Save**.
 - If no changes required, click **Cancel**.
2. Click **Done** to confirm the **Authorities** are correct. A green tick displays indicating it has been completed.

Craft Conditions details

If you copied a licence record, the **Conditions** of that record will also be copied. You can edit the details if required.

1. Click the **Conditions** section to view and change details, if required.

- If you make any changes, scroll to the bottom and click **Save**.
 - If no changes required, click **Cancel**.
2. Click **Done** to confirm the **Conditions** are correct. A green tick displays indicating it has been completed.

Complete crafting the licence

1. Return to the **Basic licence details** section.

2. Review details and amend, if required.
3. If all details are correct, click **Done**. A green tick displays indicating it has been completed.
 - If any section has not been confirmed, you need to confirm it before you can continue.
 - If all sections have been confirmed (i.e. Done), and the background validation passes, the *Craft* screen displays the Certify 'call to action' at the top of the screen.

The screenshot shows the 'Craft' application interface. At the top, there is a navigation bar with the following items: 'Craft', 'Search', 'Batch Processing', 'Apply/Create', 'Maintain', 'Pay Fees', and 'Reference Data'. On the right side of the navigation bar, there is a user profile for 'Another Engineer (EAT)' with the email 'ARE/Smart Business Limited 506682'.

The main content area features a yellow background with a 'Withdraw Application' button in the top right corner. Below this, there is a form with the following elements:

- A heading: 'Select [Certify] to certify all licences including associated licences below as per the conditions of the Engineer's Certificate.'
- Two input fields: 'Reference file no.' and 'Engineer's notes'.
- Two buttons: 'Engineer's Certificate' (blue) and 'Certify' (orange).

Below the form, there is a section titled 'Client details' with a dropdown arrow. It contains the following information:

Client number	Client name	Email address
506682	Smart Business Limited	automation-mbie@fostermoore.com

At the bottom left of the client details section, there is a '+ More' link.

- If you find an error in the crafted licence application or you don't want to continue, you can withdraw it. Refer to [Withdraw a Licence Application](#).
4. Go to [Certify and confirm the spectrum licence](#).

Certify and confirm the spectrum Licence

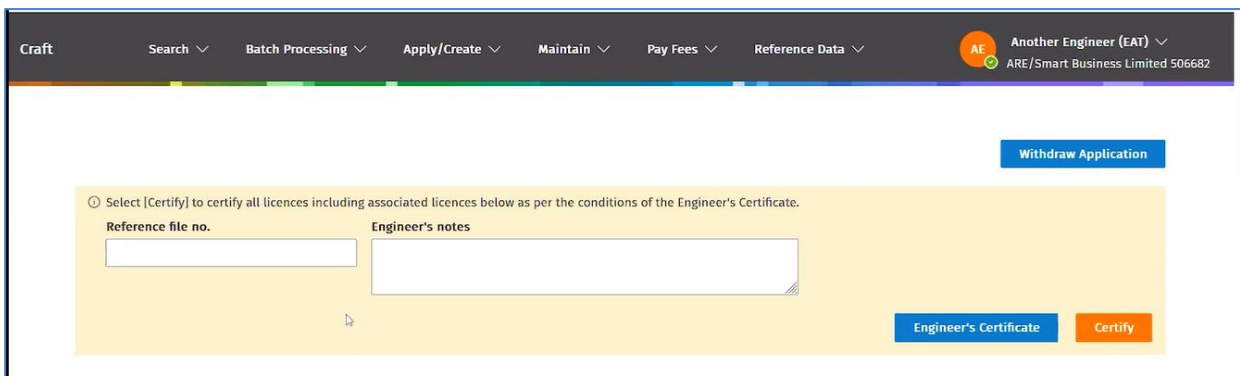
When crafting the spectrum licence has been completed and all sections of the licence application have been confirmed, (i.e. you have clicked **Done**), the *Craft* screen displays a 'call to action' at the top.

You now need to certify the spectrum licence to create the certificate then either you or the client will confirm the details before the Registrar can grant the licence.

If you have more than one licence to confirm or to certify, you can certify or confirm them all at the same time rather than individually. Refer to [Certify or Confirm Multiple Applications](#).

Certify the spectrum licence

Only an ARE or ARC can certify a spectrum licence.

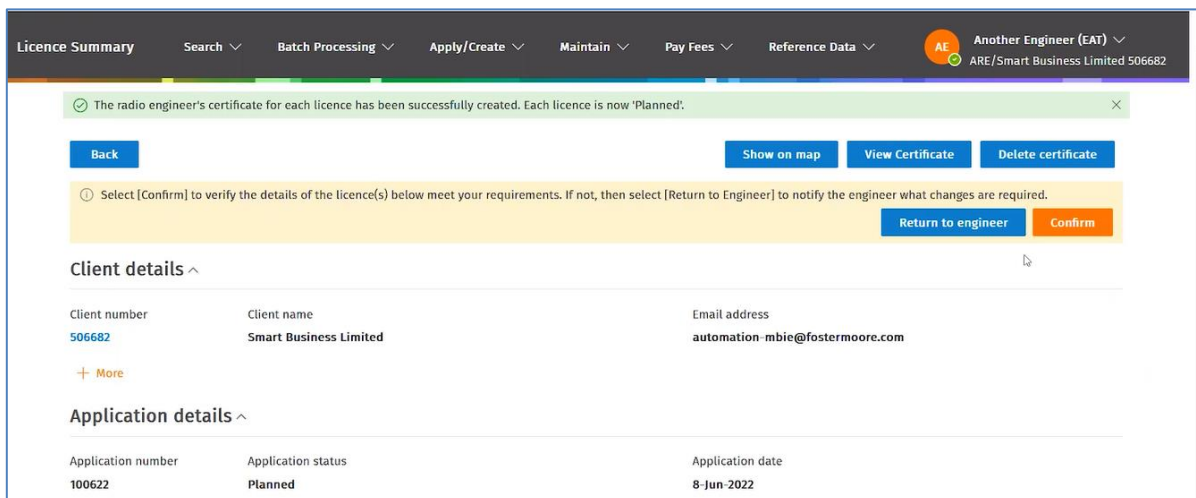


1. Enter any relevant details in the **Reference file no.** field and include any other reference information in the **Engineer's notes** field, if appropriate.

- If required, click **Engineer's Certificate** to view what you (as the engineer) are certifying.

Note: There are no associated licences for a spectrum licence.

2. Click **Certify**. The *Licence Summary* screen displays with a message to advise the radio engineer's certificate has been successfully created and the licence has a status of **Planned**.



3. If required, view details of the certified licence before confirming:

- Click **View Certificate** to view the details and close to return to the *Licence Summary* screen.

- Click **Show on Map** to view the spectrum licence on the map in the *Search Licences* screen. Click **Back** to return to the *Licence Summary* screen.
4. If all details are correct, go to [Confirm the spectrum licence](#).

Note: If the client returns the application to you for rework you will receive a task in your *My Dashboard* screen. You will open the task and if you intend to make changes to the application, click **Delete Certificate** to remove the existing certificate.

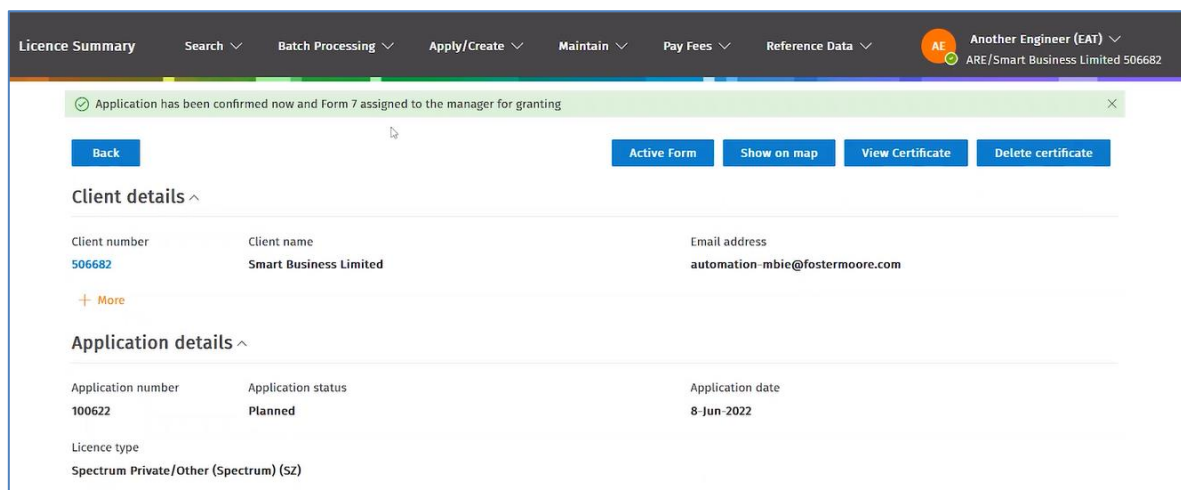
Confirm the spectrum licence

The spectrum licence can be confirmed by the client or by an ARE if they have been given the delegated authority by the client.

1. If appropriate, contact your client to advise them the licence is ready for them to confirm. If they are to complete this process, they will review the licence details and:
 - The client will review and confirm which creates the Form 7 (Spectrum Licence application) and creates a task for the Client Manager to approve. They will receive an email advice. Refer to [Approve a Spectrum Licence](#).
 - If the client finds errors they will click **Return to Engineer**, enter a **Rejection reason** and click **OK** to return it to the engineer for re-work. The Engineer will receive a task in their *My Dashboard* screen for action.
2. If you, (as an ARE or ARC) have authority from your client, you can confirm the licence in the *Licence Summary* screen:

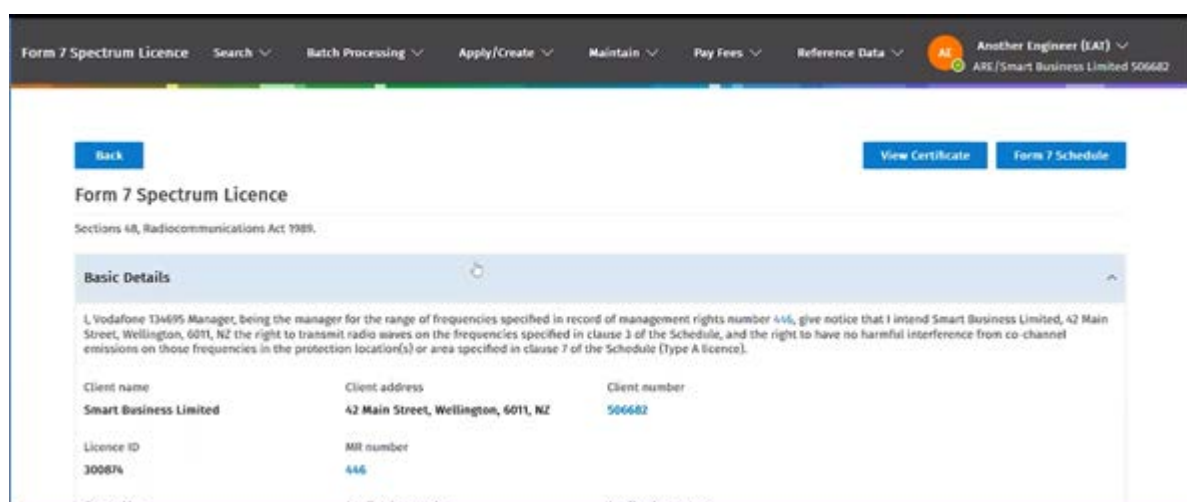
The screenshot shows the 'Licence Summary' screen. At the top, there are navigation tabs: Licence Summary, Search, Batch Processing, Apply/Create, Maintain, Pay Fees, and Reference Data. The user is logged in as 'Another Engineer (EAT)' with the role 'ARE/Smart Business Limited 506682'. The main content area has a 'Back' button on the left and 'Show on map', 'View Certificate', and 'Delete certificate' buttons on the right. A yellow instruction box contains the text: 'Select [Confirm] to verify the details of the licence(s) below meet your requirements. If not, then select [Return to Engineer] to notify the engineer what changes are required.' Below this are two buttons: 'Return to engineer' and 'Confirm'. The 'Client details' section shows: Client number: 506682, Client name: Smart Business Limited, Email address: automation-mbie@fostermoore.com. The 'Application details' section shows: Application number: 100622, Application status: Planned, Application date: 8-Jun-2022.

3. Click **Confirm**. A message displays to advise Form 7 has been created and assigned to the manager for granting.



Note: The Client Manager will receive a task in their *My Dashboard* screen and action the Form 7 task for the Management Right and approve the licence. The Client manager will complete the [Approve a Spectrum Licence](#) process.

4. If required, you can view the Form 7 before registration:
 - Click **Active Form**. The *Form 7 Spectrum Licence* screen displays.



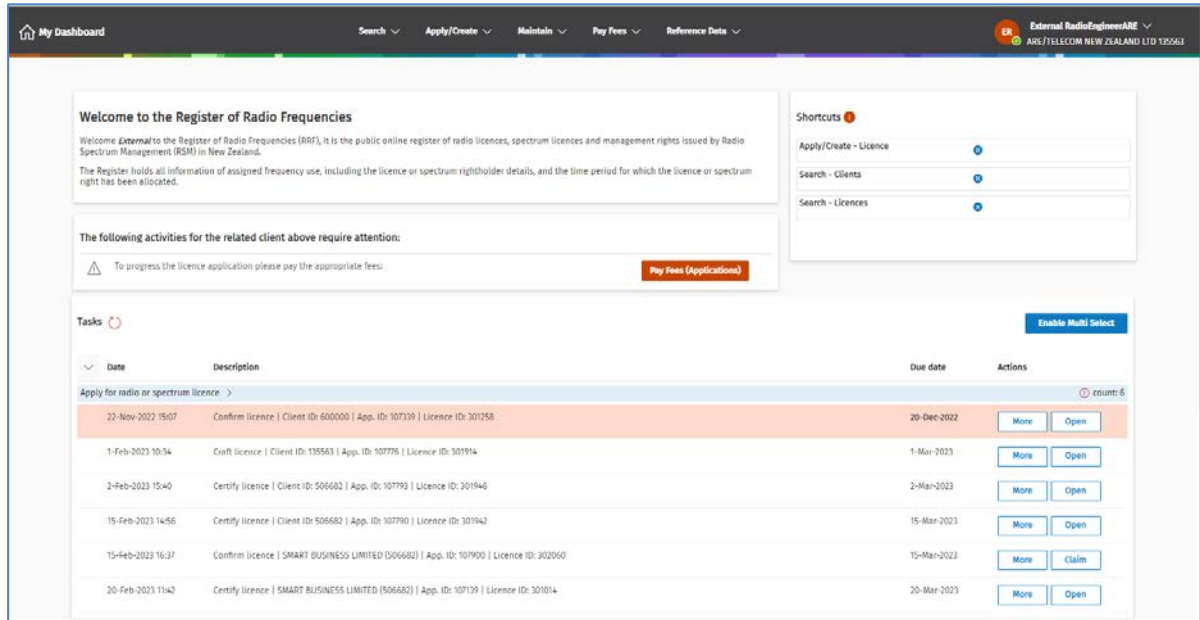
- Scroll to view more information.
 - If required, click **Form 7 Schedule** to view the technical schedule attached to the Form 7.
 - Click **Back** to return to the *Licence Summary* screen.
5. If all details are correct (in the *Licence Summary* screen), click **Confirm**.
 - A message displays to advise the application has been confirmed now and Form 7 (spectrum licence application) has been assigned to the manager for approving.
 - Close the *Licence Summary* screen.
 6. The Client Manager will action the Form 7 task for the Management Right and approve the licence. Refer to [Approve a Spectrum Licence](#).

Certify or Confirm Multiple Applications

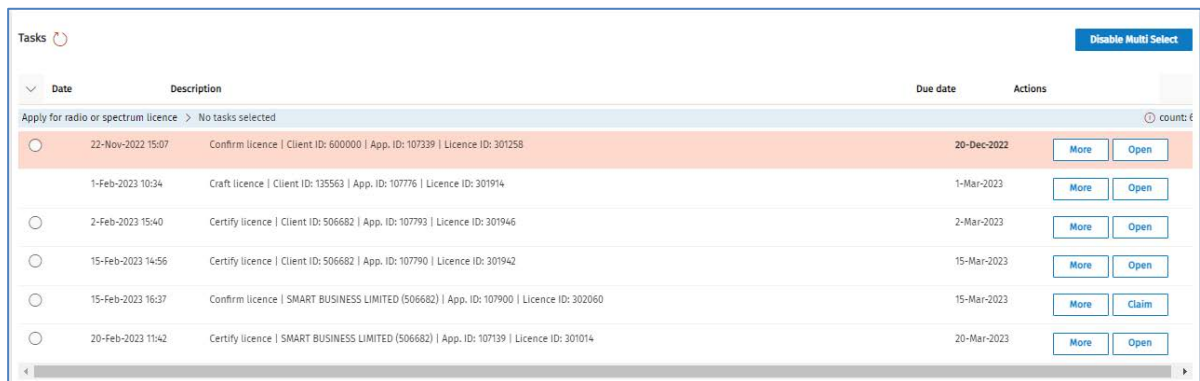
When you have more than one application to certify or to confirm, you can certify or confirm them all in one action rather than individually.

Certify multiple spectrum licences

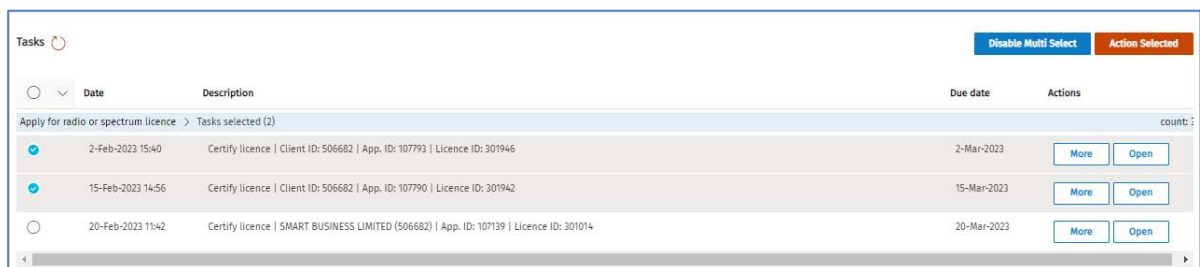
1. Display your 'My Dashboard' screen and go to the **Tasks** area.



2. Click **Enable Multi Select**. A radio button displays in front of each task.



3. Click the radio button next to the first application to certify. Only those applications with the 'certify' call to action task will be listed to select.
4. Select the other spectrum licences in the list you want to certify.



- If you decide not to continue to process multiple applications, click **Disable Multi Select**. You return to the full list of tasks with no applications selected.

5. Click **Action Selected**. The Certify call to action displays.

6. Enter any relevant details in the **Reference file no.** field and include any other reference information in the **Engineer's notes** field, if appropriate. Details entered in these fields will display on all selected applications.
7. Click **Certify**. A message displays advising the selected applications are now certified.

Confirm (Approve) Multiple Spectrum Licences

Refer to the screen shots for Certify multiple spectrum licences above.

1. Display your 'My Dashboard' screen and go to the **Tasks** area.
2. Click **Enable Multi Select**. A radio button displays in front of each task.
3. Click the radio button next to the first application to confirm. Only those applications with the 'confirm' call to action task will be listed to select.
 - Select the other spectrum licences in the list you want to confirm.
 - If you decide not to continue to process multiple applications, click **Disable Multi Select**. You return to the full list of tasks with no applications selected.
4. Click **Action Selected**. The Confirm call to action displays.

- If the selected applications need to be returned to the engineer for re-work, enter details in the **Reason application returned to engineer** field, click **Return to Engineer** then click **OK**. The Engineer will receive a task in their *My Dashboard* screen for action.
5. Click **Confirm Licence**. A message displays to advise Form 7 has been created for each licence and assigned to the manager for granting.

Note: The Client Manager will receive a task in their *My Dashboard* screen and action the Form 7 task for the Management Right and approve the licence. The Client manager will complete the [Approve a Spectrum Licence](#) process.

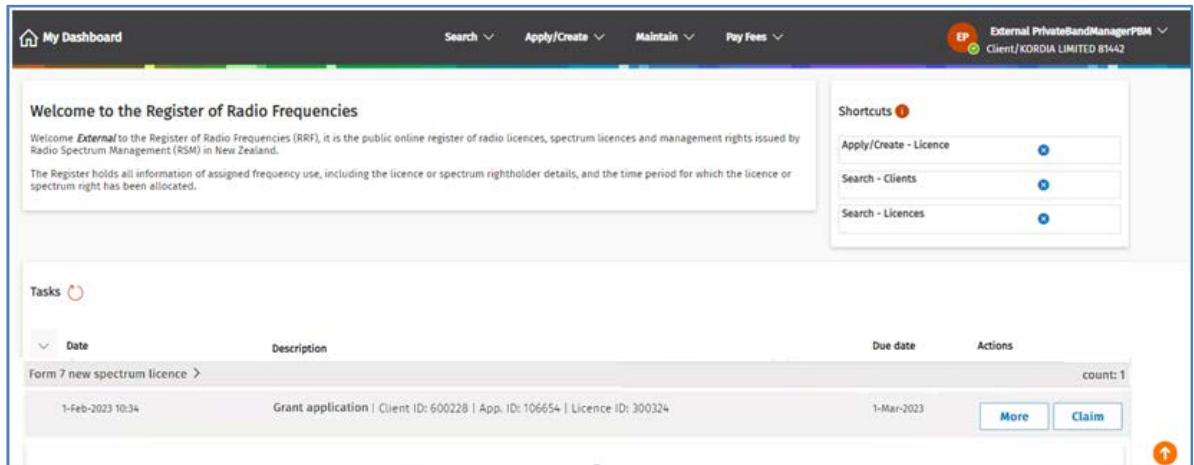
Approve a spectrum licence

After the client (or ARE) confirms the licence application, the RRF generates a Form 7 task and sends it to the Client Band Manager to be approved for granting.

The number of Managers that are notified depends on how many people have the right to action the Form 7 for the related Management Right.

The Manager will perform the following steps to grant the licence.

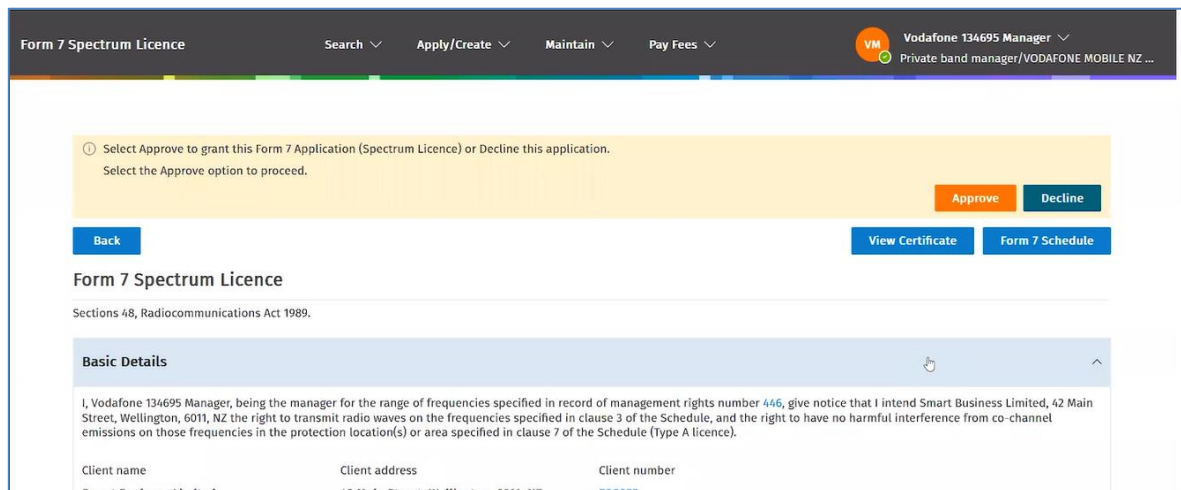
1. Logon to the RRF using RealMe. The *My Dashboard* screen displays.



2. Scroll to your **Tasks**, (i.e. Form 7 new spectrum licence).

- Click **Claim** to claim the task, then click **Open**. The *Form 7 Spectrum Licence* screen displays.

Note: Once you claim a task, no other user (with the same rights as you) can claim this application.



3. Scroll down to view all details on the screen including frequencies, emission limits, transmitter location, antenna details, etc.

Signed by:

VODAFONE MOBILE NZ LIMITED 446

Dates

1) The commencement date of this licence is
8-Jun-2022

2) The expiry date of this licence is
28-Nov-2031

The frequencies that apply to this licence are as follows:

3a) the characteristic frequency is
785.500000

3b) the frequency band is

Lower Boundary (MHz)	TO	Upper Boundary (MHz)
778.000000		793.000000

Unwanted Emission Limits

4) Unwanted emission limits applying to emissions from the transmitter (expressed as the maximum e.i.r.p (in dBW) of those emissions):

Note: When approved the licence will show 'signed by' details of the Band Manager on the screen.

- If you find errors with the licence, click **Decline**. Enter details or reason and click **OK**. The spectrum licence application is returned to the engineer for action and will display in their **Task** section of their *My dashboard*' screen.
4. If all details of the licence are correct, click **Approve**. A confirmation message displays:

Do you wish to continue?

You are about to **APPROVE** and grant this Form 7 (Spectrum Licence) application for a new spectrum licence to the Registrar to the Register of Radio Frequencies, please select 'OK' to continue or 'Cancel' to go back to the application form.

5. Click **OK**. You return to the *My Dashboard* screen. A message displays to advise 'This Form 7 (Spectrum Licence) application has been submitted to the Registrar to review'.

My Dashboard Search Apply/Create Maintain Pay Fees External PrivateBandManagerPBM Client/KORDIA LIMITED B1442

Success: This Form 7 (Spectrum Licence) application has been submitted to the Registrar to review.

Welcome to the Register of Radio Frequencies

Welcome **External** to the Register of Radio Frequencies (RRF), it is the public online register of radio licences, spectrum licences and management rights issued by Radio Spectrum Management (RSM) in New Zealand.

The Register holds all information of assigned frequency use, including the licence or spectrum rightholder details, and the time period for which the licence or spectrum right has been allocated.

Shortcuts

- Apply/Create - Licence
- Search - Clients
- Search - Licences

Tasks

Date	Description	Due date	Actions
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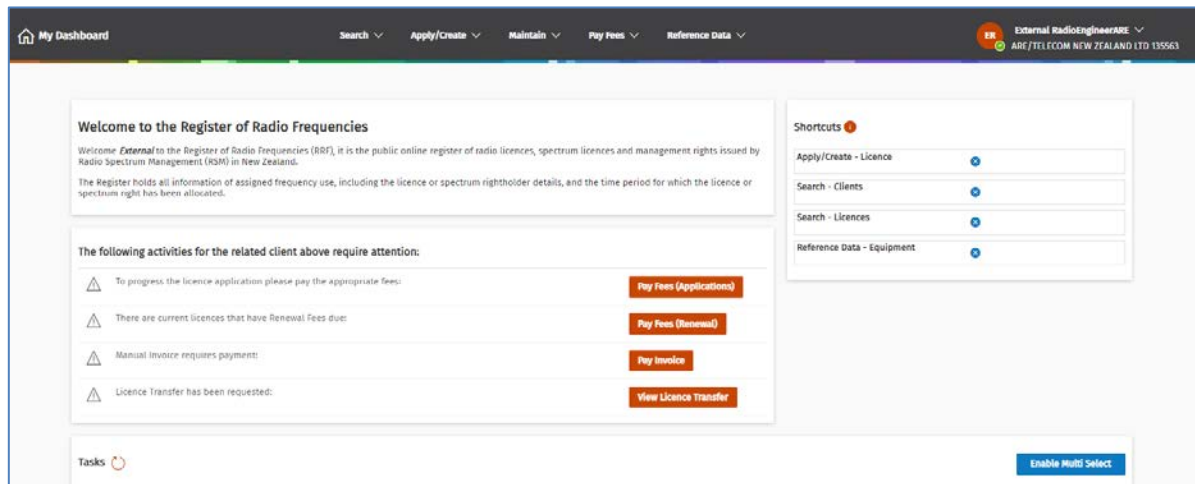
- If this has a future commencement date well in advance of 3 months, there will be no fee charged and it will go straight to the Registrar. You will receive an email advice from the Registrar to advise when the spectrum licence has been registered.
- If the client needs to pay a fee before it can be registered, the Band Manager and an Engineer (with delegated authority) will both have a link to pay for the application in the **Alerts** section of their *My Dashboard* screen. Once paid you will receive an email advice from the Registrar to advise when the spectrum licence has been registered.
 - Go to, [View and Pay an Approved Spectrum Licence](#).

View and Pay an Approved Spectrum Licence

An ARE can pay the licence fee for a spectrum licence if they have delegation from the client. To pay the licence fee, you need to find and display the approved licence in the *Licence Summary* screen.

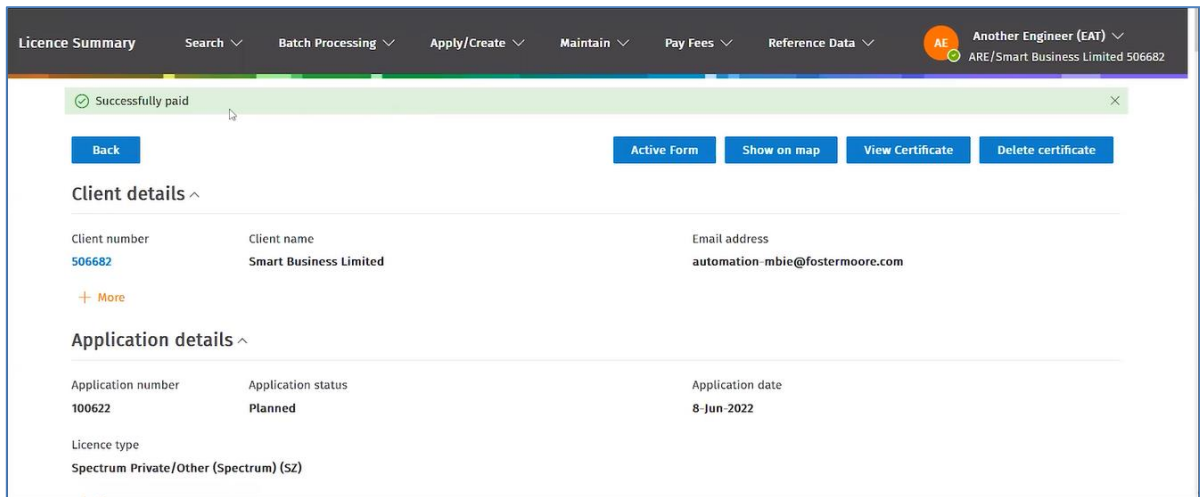
Note: If you are an ARE with delegated authority for the client, you can change roles and make the licence fee payment on their behalf.

1. Logon to the RRF using RealMe and select the client you have delegation for. The *My Dashboard* screen displays. An **Alerts** section displays with links to pay fees.



Note: The **Alerts** section only displays when there is an activity that requires attention.

2. Click **Pay fees (Applications)** The *Pay annual licence fees (Applications)* screen displays.
 - To pay only one application, click the **Select** check box in front of the application then click **Pay fees**. Go to Step 3.
 - Alternatively, click **View** to display the *Licence Summary* screen and action payment from there.
 - To pay more than one application, click the **Select** check box in front of the applications to pay.
 - Click **Pay fees** to display the Fees 'call to action'.
 - Go to Step 3.
3. Pay the licence fee. Refer to [Pay a Licence](#) on the RSM website.
4. When payment has been completed, the application will be sent back to the Registrar's queue awaiting registration and a 'Successfully paid' message displays.



5. If required, you can view details of this licence before registration:

- Click **View Certificate**, to view the certificate.
- Click **Active Form**, to view the Form 7 and its schedule.

6. You (or your client) will receive an email advice when the spectrum licence has been registered.

The process ends.

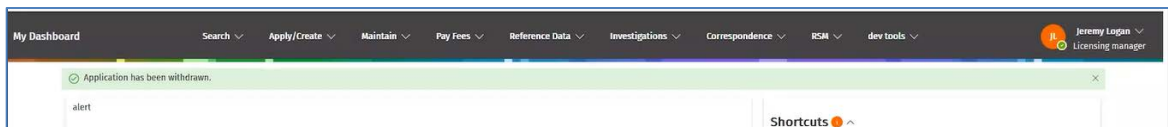
Withdraw a Licence Application

You have the option to withdraw a licence application if you find an error in the application.

Note: You can only withdraw a licence application before it has been certified or when the client declines the application after certification and returns it to the engineer.

1. In the *Licence Summary* screen, click **Withdraw Application**.

- You return to your *My Dashboard* screen and a message at the top displays to advise **Application has been withdrawn**.



- The application has been completely removed from the RRF. You will need to create your new licence application again, if required.

The process ends.

Add Reference Data

An ARE and ARC can add the following reference data if it does not exist in the RRF. The reference data you can add is:

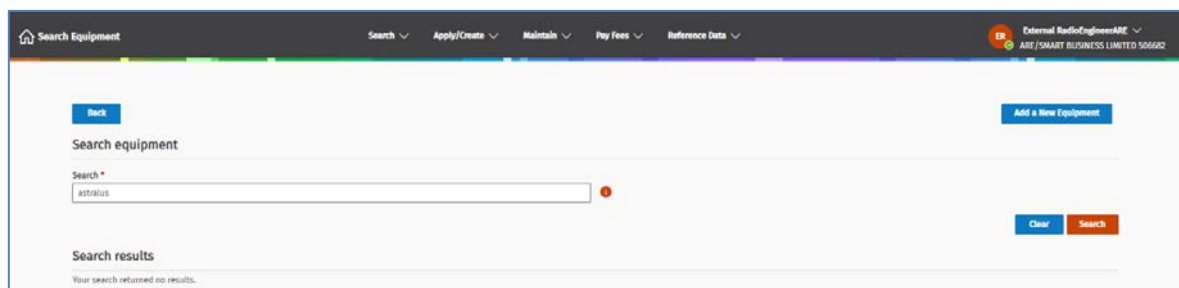
- Add Equipment
- Add Antenna
- Add Location

Once added, the reference data will display in the drop down list for selection a transmit or receive location for your licence.

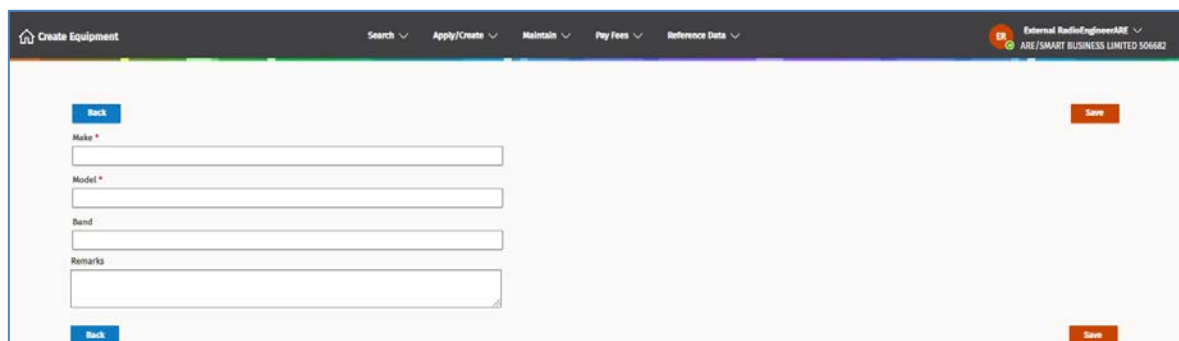
Add Equipment

Follow these steps to add new equipment to the reference data for RRF.

1. Display the **My Dashboard** screen.
2. Select **Reference Data > Equipment**. The *Search Equipment* screen displays.



3. Perform a search for the equipment.
 - Enter the make, model or type of equipment to search for and click **Search**.
 - Check the search results to ensure the equipment doesn't already exist.
4. Click **Add a New Equipment** to display the *Create Equipment* screen.

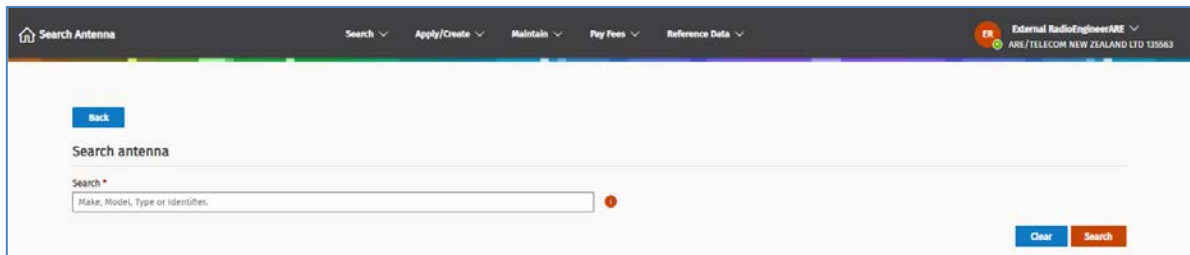


5. Enter details of the equipment in the fields. Ensure you complete the mandatory fields and add any information in the **Remarks** field (if required).
6. Click **Save**. This new equipment will now display for you to select from the drop down list when adding equipment to a transmit or receive location while crafting a licence.

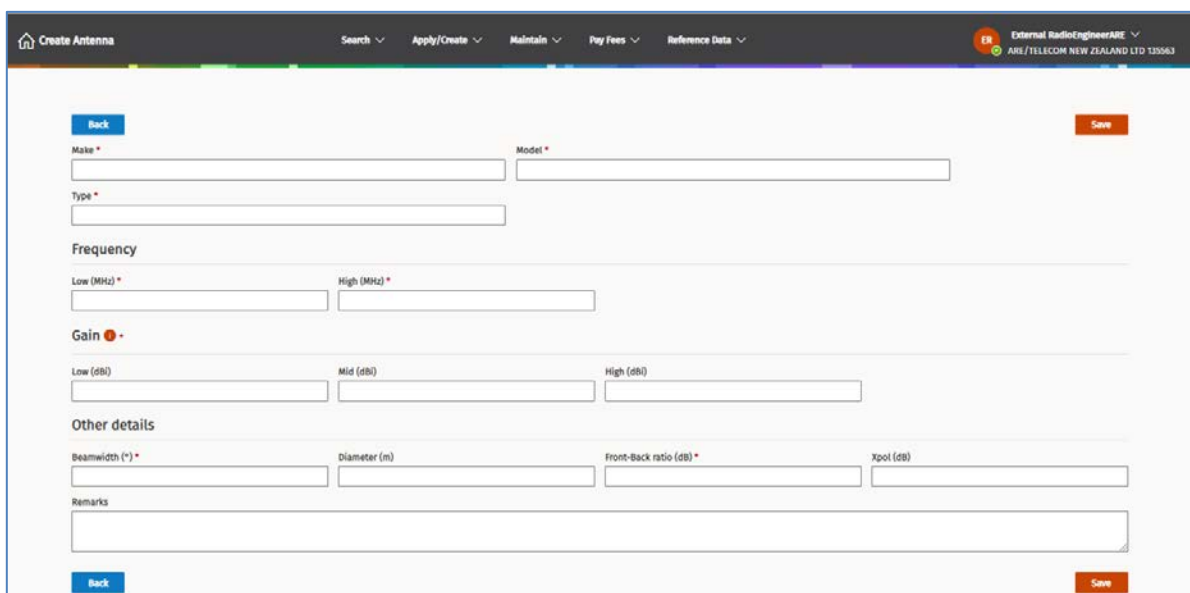
Add Antenna

Follow these steps to add a new antenna to the reference data for RRF.

1. Display the **My Dashboard** screen.
2. Select **Reference Data > Antenna**. The *Search Antenna* screen displays.



3. Perform a search for the antenna.
 - Enter the make, model or type of antenna to search for and click **Search**.
 - Check the search results to ensure the antenna doesn't already exist.
4. Click **Add a New Antenna** to display the *Create Antenna* screen.

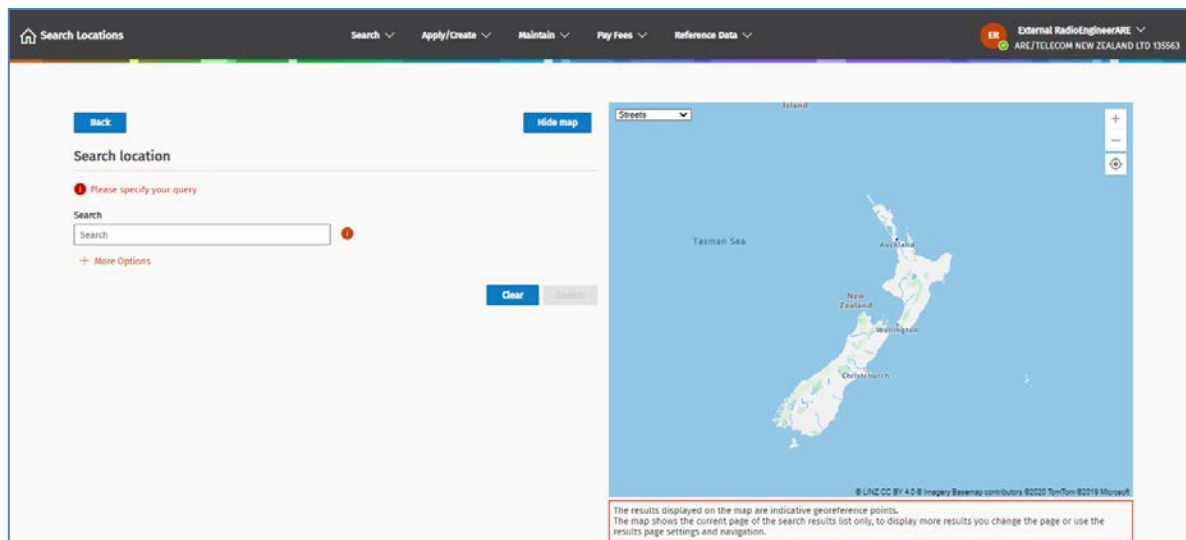


5. Enter details of the antenna in the fields. Ensure you complete the mandatory fields and add any information in the **Remarks** field (if required).
6. Click **Save**. This new antenna will now display for you to select from the drop down list when adding an antenna to a transmit or receive location while crafting a licence.

Add Location

Follow these steps to add a new location to the reference data for RRF.

1. Display the **My Dashboard** screen.
2. Select **Reference Data > Locations**. The *Search Locations* screen displays.



3. Perform a search for the location. Hide the map, if required.
 - Enter the keyword for the location or its description to search for and click **Search**.
 - Check the search results to ensure the antenna doesn't already exist.
4. Click **Add a Location** to display the *Create Location* screen.

5. Enter details of the location in the fields. Ensure you complete the mandatory fields and add information in the **Location description** and **Site owner details** fields (if required).
6. Click **Save**. This new location will now display for you to select from the drop down list when adding a location of a transmit or receive location while crafting a licence.